Contents
Overview – Graduate Admissions Process ................................................................. 2
Important Contacts .................................................................................................. 3
Enrolment Cycle Details ........................................................................................ 3
  Cycle of Targets / Admits ...................................................................................... 3
  International Students .......................................................................................... 4
  Exceeding Domestic Target .................................................................................. 4
  Non-Standard Admission ....................................................................................... 4
Withdrawn Students ............................................................................................... 5
  Deferrals ............................................................................................................... 5
  Internal promotions ............................................................................................... 5
  Transfers/Advanced Standing Requests .............................................................. 5
Timing of Admits ...................................................................................................... 6
  Status ................................................................................................................... 6
  Refusals ............................................................................................................... 6
  Wait List .............................................................................................................. 6
  Switch offers ....................................................................................................... 6
  Erroneous Domestic Admits ................................................................................ 7
Graduate Funding .................................................................................................... 7
  Master’s Level .................................................................................................... 7
  Doctoral level ..................................................................................................... 8
Scholarships and their Impact on Funding ............................................................. 9
YGS Recruitment Scholarships ............................................................................ 10
Other Recruitment Scholarships .......................................................................... 10
Converting Offers into Registered Students .......................................................... 11
Declines ................................................................................................................ 11
Revising Offer Letters ......................................................................................... 11
For students who have NOT yet accepted offer and meet the criteria above: .......... 12
Counter Funding Offers ...................................................................................... 12
Overview – Graduate Admissions Process

Numbers
• In consultation with Programs and the Faculty of Graduate Studies (FGS), the Resource Faculty (RF) sets, for each program 1) funded and unfunded targets for domestic and visa admits; 2) York Graduate Scholarship (YGS) thresholds and amounts; and 3) the standard funding package per student.
• RF communicates these numbers to FGS and to the GPDs by end of December via the Program Admissions Worksheet (stored on Teams)

Decisions
• Program Admissions Committee reviews applications in online Graduate Adjudication system and makes decisions.
• GPD or GPA enter admits and funding information in Grad Adjudication, as well as refusals and waitlists.
• When a file does not meet the program’s Senate-approved minimum requirements, the file will be flagged, by Admissions Assessors, as a Non Standard Applicant (NSA) and the Applicant will be prompted, by Admissions, to make a case for equivalence.
• If the Program elects to admit the student, they will enter a rationale for the decision in Grad Adjudication. Demonstrable equivalence is required for Ministry audits.

Review
• FGS (Grad Funding Advisors) review the funding. If the offer matches the approved parameters, FGS sends it to Admissions. (Unfunded go directly to Admissions.)
• If the funding amount is other than the approved parameters, approval from the Resource Faculty (AD or designate) must be appended to the file in Grad Adjudication (cut and paste the approval email into the Program Notes).
• The funding commitment is transferred from Grad Adjudication into the Offer Letter AND stored in ARMs

Offer Letter
• For each admit, details and funding information is compiled from Grad Adjudication and sent to the GPD and GPA, by email, for a final review of the details.
• If the details are accurate, the Program sends the email to admoffer@yorku.ca. If it is not, corrections will need to be made in Grad Adjudication and ushered through the above process.
• The student receives an email alerting them that a decision has been made and a letter is available on MyFile. (Admissions aims to accomplish this within 48 hours).

Program Welcome
• Within a week of the MyFile letter appearing, the GPD sends a welcome letter that fleshes out the program-specific information not contained in the Offer letter and acts as a tool for recruitment and conversion. This should be warm, personal and informative, and offer both faculty and student points of contact. (Sample template on GPD resources website).
• We recommend that Programs use this letter to characterize how students in the program typically receive their funding over the course of their degree (which only appears as a dollar amount in the Offer letter).
## Important Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Person</th>
<th>Email</th>
<th>Contact this person for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Funding Advisors (your first stop for all things funding related)</td>
<td>Stephanie Wong</td>
<td><a href="mailto:wongs@yorku.ca">wongs@yorku.ca</a></td>
<td>Funding questions for: LAPS, EUC, Glendon, Osgoode, Schulich</td>
</tr>
<tr>
<td></td>
<td>Sandra Yiu</td>
<td><a href="mailto:gfa.sandra@yorku.ca">gfa.sandra@yorku.ca</a></td>
<td>Funding questions for: AMPD, Education, Lassonde, Science, Health</td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Ida Condotta</td>
<td><a href="mailto:condotta@yorku.ca">condotta@yorku.ca</a></td>
<td>Out of the ordinary funding questions, backup for GFAs, Faculty budgets</td>
</tr>
<tr>
<td>Associate Director Student Affairs</td>
<td>Anne Stebbins</td>
<td><a href="mailto:stebbins@yorku.ca">stebbins@yorku.ca</a></td>
<td>Status changes post registration, Grad Adjudication support</td>
</tr>
<tr>
<td>Associate Dean Students</td>
<td>Aryn Martin</td>
<td><a href="mailto:fgsadst@yorku.ca">fgsadst@yorku.ca</a></td>
<td>Inter-faculty communication, accommodations, Non Standard Admits</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>Jodi Tavares</td>
<td><a href="mailto:tavaresj@yorku.ca">tavaresj@yorku.ca</a></td>
<td>Faculty budgets</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Person</th>
<th>Email</th>
<th>Contact this person for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director, Admissions Assessment</td>
<td>Eloisa Hammond</td>
<td><a href="mailto:hammone@yorku.ca">hammone@yorku.ca</a></td>
<td>Assessment, deferrals</td>
</tr>
<tr>
<td>Grad Credential Analyst</td>
<td>Meltem Hassan</td>
<td><a href="mailto:mhassan@yorku.ca">mhassan@yorku.ca</a></td>
<td>Assessment, document conditions</td>
</tr>
<tr>
<td>Admissions Assessors</td>
<td>Multiple, by program</td>
<td><a href="mailto:gsadm@yorku.ca">gsadm@yorku.ca</a></td>
<td>Assessment, Status changes (pre-registration)</td>
</tr>
<tr>
<td>Applications, Decisions</td>
<td>Transitions Team</td>
<td><a href="mailto:admoffer@yorku.ca">admoffer@yorku.ca</a></td>
<td>Deferrals, Applications after deadline, Offer letters, communications, deferrals</td>
</tr>
</tbody>
</table>

## Enrolment Cycle Details

### Cycle of Targets / Admits
- The Resource Faculty (RF) in consultation with the Provost and the Faculty of Graduate Studies (FGS):
  - Establishes agreed upon multi-year enrolment funded and unfunded targets (number of funded or unfunded graduate students) formalized in the enrolment contract.
  - Reviews and updates funded and unfunded targets annually and the multi-year enrolment contract is updated.
The RF, in consultation with their GPDs, establish program level targets which are confirmed by the relevant Associate Dean (Grad) in the RF to their GPDs and to FGS. Enrolment contract program targets will be uploaded to Grad Adjudication by FGS. Graduate Programs, RFs and FGS are responsible for monitoring progress to targets through enrolment reports available Grad Adjudication, Insight and eReports.

International Students
Each Program will work with their AD Grad to develop a protocol for recruiting international students within the program’s quota for funded and unfunded students. Programs and their AD Grad will also decide whether self-funded international students can be admitted. FGS will continue to monitor the number of funded international admits against targets. Requests to exceed a program’s international student allocation must be directed to the AD Grad (or designate) in the Resource Faculty, and approval communicated to the Associate Director Graduate Student Affairs (stebbins@yorku.ca) so that targets can be adjusted. If the student is unfunded, and unfunded applicants are encouraged in your Resource Faculty, please proceed with the offer.

Exceeding Domestic Target
Students recruited above the domestic target (especially Masters students) can usually be given a funding package. In this scenario, GPDs should contact their AD Grad before making funding offers to any incoming students beyond the target. In order to have a target adjusted, the GPA/GPD must forward the approval to exceed funded targets via email to the Associate Director Graduate Student Affairs (stebbins@yorku.ca) to have the target adjusted in Grad Adjudication. A copy of the permission to proceed may be cut and pasted into the Program Notes section of Grad Adjudication.

Non-Standard Admission
When an applicant does not meet the program’s Senate approved minimum admission requirements, the Graduate Admissions Office will flag the application as Non-Standard (NSA) in Grad Adjudication in one of several categories. Not all faculties have subscribed to a Non-Standard Admit queue monitored by FGS. If you would like to have your faculty’s NSAs supported by FGS, please reach out to FGS’ Associate Dean Student Affairs (fgsadst@yorku.ca).

Programs provide a clear and detailed rationale for admitting students who do not meet the set requirements for program admission. The rationale must be added to the student’s file in Grad Adjudication to become an archived part of the student’s official record. The rationale should demonstrate that the student, while lacking the minimum requirements, has demonstrated true equivalence through alternative accomplishments and life experience – not just that they have, but how/why. York is subject to random enrollment audits by the Province which require that we justify such admissions with appropriate documentation. Document conditions which
come from the Admissions Office (proof of degree completion, language test, transcripts, etc.)
will still be applied where appropriate and enforced by Admissions. Conditions which the
program adds in Grad Adjudication (a particular course, or minimum average, for example) will
be added to the Offer Letter by Admissions.

To view the different categories of Non Standard Admissions, please click here (link).

Withdrawn Students
Students who have begun their program and then withdrawn and have not petitioned for
reinstatement within three terms (12 months) following the withdrawal must apply for re-
admission (unless they are ready to defend). A re-admission file must be processed as a non-
standard admit through Grad Adjudication. Programs must confirm the year level and number
of terms remaining to complete the degree through Grad Adjudication.

Deferrals
In some instances, if the Program allows, students may defer their admission for up to three
terms. This should be arranged as soon as the Program knows a student is not attending in the
expected semester. If the program approves the deferral request, the GPA can follow the
process for Deferrals in Grad Adjudication (visit here for SOP). Note that if a deferral is for a
funded student, and is moved into another academic year, that funded seat will impact that
next cycle’s funded targets.

Internal promotions
There are three types of internal promotions: 1- student has completed all degree
requirements and will graduate in the June or October convocation. 2- student will complete
the Masters but requires an additional 1-2 terms and will do so in part time status while
starting as a full time PhD student. 3- Masters student is advanced to PhD program without
completing the MA and will not be awarded that degree. Students beginning a degree program
without finishing the previous one need to be accounted for in your Offers as they are counted
as part of your target (funded or unfunded) for a given year. Please indicate in the Program
Notes in Grad Adjudication if the file is an internal promotion.

Transfers/Advanced Standing Requests
Students beginning a program in a term other than the entry level: Please indicate this request
in the Grad Adjudication program notes, including the degree level in which the student will
enter the program (e.g. PhD2). Students transferring into a York program after beginning their
degree elsewhere are eligible to transfer up to 50% of their credits from that other program, as
long as they have their York Program and Resource Faculty’s support, and the courses have
not already been counted toward the completion of another degree (no “double dipping”). This
is accomplished via the Graduate Petitions Process. Learn more here (link).
Timing of Admits
It is important that admission offers are made as early as possible, and preferably at least a few months before the beginning of the academic term. This is particularly true for Visa students, to whom the offer should be made at least three months in advance of the beginning of term. Any admissions made past the start of the term will likely have academic (problems enrolling into courses, etc.) as well as financial (not receiving their initial month’s pay for TA/GA/RA work) implications for the students.

Status
Students changing their status from part-time to full-time are not automatically guaranteed funding. Regular funded target rules apply, and variations to targets must be approved by Resource Faculty ADs and sent to the Associate Director Graduate Student Affairs for adjustments in Grad Adjudication. If the Offer letter has not yet gone out, the graduate program must contact Admissions to officially update the “activity level” to full-time. Once the status has been updated in the system, the Graduate Program Assistant must confirm and update the funding offer through Grad Adjudication which will push it to FGS. If an offer letter has already gone out, FGS will create a Revised Funding Letter that the student needs to sign.

Refusals
Where a program decides not to make an offer of admission to a student who has applied, it is paramount that this be recorded in Grad Adjudication as soon as the decision is made so that students can see the status of their application in MyFile. This is an important courtesy, but also saves Admissions (as well as FGS and programs) time replying to inquiries. There is a button to indicate this in Grad Adjudication (though bulkload refusals are also possible by emailing a spreadsheet to Central Admissions).

Wait List
If a program is undecided about a candidate and not yet ready to admit or refuse, a Grad Adjudication feature will allow them to choose “waitlist”, and applicants will see this as their status on MyFile. A final decision to admit or refuse would need to be made in a reasonable timeframe.

Switch offers
If an applicant seems strong but will not be offered a place in your program, please consider moving them to the “switch offer” pool. This will be an option in Grad Adjudication, where there will be a button and a textbox to indicate the program(s) that seem fitting (if you wish). The Graduate Recruitment Officer will connect with the student to ask whether they would like to be considered by another program’s admission committee, and the application will be re-routed in Grad Adjudication.
Erroneous Domestic Admits
If you become aware of a mismatch in applicant status vs. immigration status – a student has applied as a domestic student but is in fact international, please alert Admissions and FGS.

Graduate Funding

The Standard York Fellowship is the minimum that any funded student can be offered. For some Faculties and Programs, the Standard Program Package (what every student in that Program can expect to receive) is higher than the York Fellowship. It is important that Programs put forward the most competitive offer (that the Resource Faculty is willing to endorse) in the Offer letter. Standard Program packages will be set by Resource Faculties in communication with Programs.

In the fall, conversations with Resource Faculties, FGS and the Provost’s office are ongoing to determine a Faculty-level enrollment profile. A number of concrete details will be sought from Resource Faculties for each program, including:

- Standard packages for Domestic Masters, Visa Masters, Domestic PhD, Visa PhD
- Domestic and International targets, funded and unfunded
- YGS amounts and grade thresholds
- Whether self-funded applicants are considered for Admissions

We expect and encourage Dean’s Offices to arrive at these numbers in conversation with GPDs. Funding package details are available in Admissions Worksheets that can be found in GS Finance-Admissions TEAMS file.

Master’s Level

Under the current Fellowship model, the University-wide funding commitment for domestic Master’s students remains at $10,000 per year, or $3,333 per term for programs with four or more terms to complete. This comes with no employment obligations outside the student’s academic degree. All student funding packages must meet this amount at a minimum.

<table>
<thead>
<tr>
<th>2021-2022 Commitment Rates for Master’s students, per year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic</td>
<td>VISA</td>
</tr>
<tr>
<td>$ 10,000</td>
<td>$ 19,256</td>
</tr>
</tbody>
</table>

- Funded Master’s students will receive at least this Standard York Fellowship Package, plus $1000 for optional health insurance, without any employment obligations beyond their studies. The $1000 is used to purchase health insurance through YUGSA for $460 per year (20-21). The remaining balance, deposited to their student account, can be used to access health benefits that are not covered by the plan. If the student already has and can demonstrate health insurance coverage, then the $1000 is theirs to keep.

- As part of the Standard Program Package, some Master’s students in some programs will receive their funding as a combination of the Fellowship and CUPE employment (TA), in
which case their Fellowship amount will be reduced, but their net funding per year will be higher than $10,000. When negotiated and agreed upon with the AD Grad as part of the Program funding package that a Master’s student will receive a TA offer, the TAship must be selected in Grad Adjudication to produce the offer letter which reflects our most competitive offer. Health insurance for these students will be the CUPE rather than YUGSA plan.

- In some programs, Master’s students also receive, as part of their funding package, an RA stipend. Endeavour to know the RA dollar contribution in advance, so that this amount can be entered in Grad Adjudication, along with the name and cost centre of the RA Supervisor. It is important to remember that an RAship must align to the student’s area of research, so that the student may progress in their degree while working with a PI. Work that is not relevant to a student’s degree requirements is a unionized Graduate Assistantship.

**Doctoral level**

Doctoral funding amounts are based on the CUPE 3903 Unit 1 collective agreement, and the York Doctoral Fellowship (YDF). For domestic students, the Standard York Funding Package is normally comprised of 1.0 full TA + $5,403 York Doctoral Fellowship.

<table>
<thead>
<tr>
<th>2021-22 Commitment Rates for PhD 1 students*</th>
<th>Domestic</th>
<th>VISA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23,891</td>
<td>$35,683</td>
<td></td>
</tr>
</tbody>
</table>

* Please note the rates listed above are subject to change and will be finalized once the new CUPE 3903 Unit 1 Collective Agreement is ratified.

- In some Programs/Faculties, PhD students are offered an “enhanced” funding package by way of a Research Assistant (RA) stipend or other awards. This amount should be entered at the time of admission through Grad Adjudication and must include the Supervisor whose Research funding will finance this student, both name and cost centre are required. It is important to remember that an RA ship must align to the student’s area of research, so that the student may progress in their degree while working with a PI. Work that is not relevant to a student’s degree requirements is a unionized Graduate Assistantship.

- International students will also receive an amount equal to the amount charged to cover the UHIP premium. Spouses and dependents of international students will NOT receive the amount and will need to pay for these separately.

**Work Accommodations and Funding**

Graduate programs will have a list of incoming students who are expected to hold Teaching Assistantships. Together with Hiring Unit personnel, programs ensure appropriate TA work is set aside for these students. However, in some cases students will identify as disabled and request work accommodations. These can range from accommodations within assigned work to alternative assignments. Please direct these students to Employee Well-being.
Scholarships and their Impact on Funding

Entrance scholarships are always on top of the Fellowship. Some awards (including Tri-Council) are only considered entrance if the student receives it effective the first term of their studies. In these cases, the award amounts are always on top of the Fellowship. Following the entrance award period, many external scholarships and internal scholarships include a York matching amount. The York match also forms part of the Standard Program Package and partially counts towards the funding commitment. Accordingly, students who hold an applicable scholarship will see that their fellowship amount is adjusted during the tenure of the award. The following illustrates common scenarios:

- A Master’s or doctoral student with an OGS: the fellowship is reduced by $5000, since $5000 of the value of the OGS is contributed by the university.
- A doctoral student with a Tri-council award: the fellowship is reduced from $5403 to zero.
- A Master’s student with a CGS-M: the fellowship is adjusted from $10,000 to $5403 per year.
- A student with a matching fund internal award: the fellowship is reduced by the amount of university match, which is typically 40% of the award value. The donor portion is on top of their funding package.

We would appreciate your help in clarifying the fellowship adjustment to students with additional scholarships from the outset. Questions, including whether a given scholarship includes a York matching amount, can be directed to the Graduate Awards Manager (sorano@yorku.ca). In all cases, it is important to note that a large portion of a student’s scholarship is on top of their funding package, and they will always receive more funding than if they did not get an award, as well as prestige.

- Students with major awards are expected to place emphasis on their coursework and/or research, and their employment assignments are capped as follows (note these have been altered by FGS in recent years to raise the cap. CGS-SSHRC/NSERC winners, for example, may now TA a full 1.0):

<table>
<thead>
<tr>
<th>Value of Scholarships (Total value of all awards for a student in an academic year)</th>
<th>Maximum TAship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $49,999</td>
<td>1.0</td>
</tr>
<tr>
<td>$50,000 or more</td>
<td>0.5</td>
</tr>
</tbody>
</table>

- Some dissertation scholarships/award require the recipient to not hold employment. These award agreements overrule the above noted TA eligibility rules, e.g. Susan Mann/Provost.
Students who do not hold a TA/GA assignment will receive $1000 for health insurance and be eligible for the YUGSA health plan.

Please note that the YGS entrance scholarship, if applicable, as well as RA stipends and other internal awards with no university match, would be unaffected, as they count above the funding commitment.

YGS Recruitment Scholarships

When an Offer is made through Grad Adjudication, programs will have an opportunity to add an Entrance Scholarship. York Graduate Scholarships (YGS) are recruitment scholarships intended to provide programs with the ability to convert their top applicants to registrants. Not all Faculties will necessarily use YGS as an entrance scholarship in the 2021-2022 admission cycle. Resource Faculties may choose not to offer YGS or decide to alter the suggested threshold amounts. Please confirm TGS parameters in your Faculty’s Funding Worksheet (TEAMS), by referencing your program sheet.

Note: Given that YGS is a recruitment scholarship, students who have already accepted an offer without a YGS cannot normally be given a YGS unless the student received a counter-offer from another institution (see below for details). Any request to add a YGS must be approved by RF ADGrad and communicated to your program’s Graduate Funding Advisor.

Other Recruitment Scholarships

- York Donor-Funded Scholarships
- Elia Scholars Program
- Chancellor Bennett Scholarship
- Graduate Fellowship of Academic Distinction (GFAD)
- Ontario Trillium Scholarship
- Faculty or Program Specific Scholarships

Information about these scholarships can be obtained from the FGS website, under the funding and awards section: [http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/](http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/)

- Additional information on these scholarships will be emailed to programs in late January.
- Deadlines for application/ nomination will be in February/ March.
- If you would like more information on these or any other scholarships, please contact the Graduate Awards Manager at sorano@yorku.ca
Converting Offers into Registered Students

Below are recommended recruitment practices (adapted from Ruffalo Noel Levitz):

- Maintain a comprehensive, up to date, visually appealing program website
- Respond promptly to prospective student inquiries
- Reach out to your institution’s undergraduate population
- Award funding without a work obligation
- Follow up on incomplete applications
- Hold open houses at both the application and offer stages
- Phone (or individually email) successful applicants
- Host newly admitted students on campus

Should you want to discuss/explore any of these recruiting practices, and find out how FGS can help, please feel free to reach out to the Graduate Recruitment Officer at ewatson@yorku.ca.

Declines

If you get a “decline” from a student to whom you have offered a top scholarship, you may want to call the student to get a better sense of the student’s decision not to come to your program. If they have received another offer, follow the steps below under “Counter Offers”.

When a student declines, it is important that your GPA remind the student to decline officially through the York System (MyFile). Once the decline has been recorded on the York systems, you are able to re-assign the YGS to another eligible applicant (i.e. one who meets the criteria and has not already accepted York’s offer).

Please note: Offer letters are the official financial commitment of the university. It is important that declines are tracked through Admissions, so that the commitment is cancelled officially. When programs advise students about their funding package, it should be made clear that no dollar amount supersedes the total commitment in the Offer letter.

Revising Offer Letters

After you have done your first round of admits, you may find that due to declines you have some of your YGS scholarships still available. In these instances, you can re-assign the YGS:
For students who have NOT yet accepted offer and meet the criteria above

- Contact Grad Funding Advisors to request a revised funding commitment; if it exceeds the usual $ amount for the student’s grade threshold, it should come to FGS with ADGrad approval.
- FGS will track the change on Grad Adjudication and will liaise with Admissions to issue a new/ revised funding letter.

Counter Funding Offers

If, during your recruitment process, a student contacts you to inform you that s/he is declining because s/he has a better offer from another institution, ask the student for a copy of the competing offer and then:

1. If they don’t already have the highest YGS at their level of study, follow the instructions above to request a YGS (or an increased YGS).
2. If the student has already been offered the top-level YGS and you would like to offer additional funding, you can contact the Graduate Awards Manager at sorano@yorku.ca about other internal York awards or recruitment funds that may be available.
3. If none of the above is fruitful, send the Associate Dean Graduate (Resource Faculty) an email with a copy of the competing offer and your proposal for what you would like to counter offer. The Program (with ADGrad approval) or ADGrad can notify the FGS Funding Advisors of the change.